

**Board of Public Works and Safety
Regular Meeting Minutes
October 19, 2015**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board members Stephen Barnett and Bob Swinehamer answered roll call.

Chief of Police Tim O'Sullivan, Fire Chief Dan McElyea, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Community Development Director Krista Linke, City Engineer Travis Underhill, Street Commissioner Brett Jones, Clerk Treasurer Janet Alexander, Clerk-Treasurer's Assistant Stephanie Shepherd, and City Attorney Lynnette Gray were also in attendance.

Mayor McGuinness led the Pledge of Allegiance.

Public Comments

Ms. Amy Heavilin of 14 Martin Place came forward to request that her street be blocked off on Halloween, October 31st for trick-or-treaters between the hours of 6:00 p.m. to 9:00 p.m. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held October 5, 2015
2. Board of Works Claims.
 - #101815 Sewer Utility General Obligations in the amount of \$9,076.04
 - #100915 BOW Contracts/Utilities in the amount of \$95,252.28
 - #100715 RDC Contracts in the amount of \$154,910.63
 - #101015 Sewer Utilities in the amount of \$117,946.60
 - #101915 BOW General Obligations in the amount of \$21,366.46
 - Payroll in the amount of \$326,225.81
 - Separate Payroll in the amount of \$462.20

Mr. Barnett made a motion to approve the consent agenda as presented, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Old Business

There was no old business presented.

New Business

Board of Works Resolution No.: 15-14 A Resolution Authorizing Payment for

Improvements to Care for Canine Unit - City Attorney Lynn Gray explained that this resolution authorizes the installation of the concrete pad, doghouse, and kennel for the new police K9 on the real property of the assigned handler. Ms. Gray stated the resolution sets a “not to exceed amount” for expenses related to this project. A discussion was held. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Memorandum of Understanding between the City of Franklin and the Franklin Community School Corporation for the Construction of a Pedestrian Crossing at Franklin Middle School

- City Engineer Travis Underhill stated this was for the installation of a pedestrian crossing over Highway 31 at Franklin Community Middle School using federal funding which was awarded last year. City Attorney Gray stated that she prepared this document. A discussion was held. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of a Professional Services Agreement with HWC Engineering for the Design of a Pedestrian Crossing at Franklin Middle School

- City Engineer Travis Underhill stated this agreement is for the design of the Highway 31 and Franklin Middle School pedestrian crossing. The form used is an LPA Consulting contract which is different than what we are accustomed to seeing. This is because this project was awarded PE funding (Federal Grant Program Supporting Physical Education) as well as construction. Funding is based on the 90/10, rule with INDOT funding 90% and the City funding 10%. The engineer stated that our 10% would be \$7,500.00. There was no discussion about which account or fund would be used for this match. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of a Contract with Scenic Construction Services for the Community Park Drainage Improvement Project

- City Engineer Travis Underhill stated that he has received questions from the community regarding drainage in the park located behind the Ashley Drake Bed and Breakfast. The drains in the park are undersized, clogged, and cannot be maintained in their current condition. Mr. Underhill stated they had requested quotes from four (4) contractors and received three (3). The lowest most responsive quote was received from Scenic Construction for \$22,780.00. The contractor plans to complete the project this year, but Mr. Underhill stated that they set a completion date in June 2016 to allow for contingencies. Mr. Underhill stated that he believes this project should be paid from MS4. Mr. Barnett made a motion to approve Scenic Construction as the lowest most responsive bidder, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Professional Services Agreement with Wessler Engineering for Wastewater System Master Plan

- DPW Superintendent Rick Littleton presented an Agreement for a Wastewater System Master Plan. He explained that there are two parts to this plan; the first is the wastewater system plan, and the second is the wastewater treatment plan. The total cost for these plans is \$158,000.00. Mr. Littleton stated that money is available in the unappropriated sewer utility fund to pay for this project. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

Other Business

Request to File Liens on Unkempt Property

Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Department Reports / Staff Reports

Parks Superintendent Chip Orner stated they were loaning several benches to the interchurch food pantry from storage. Mr. Orner asked the City Attorney to draw up a resolution stating that these benches were loaned to the food pantry in order to provide a record. It was decided that Ms. Gray would draw up a resolution.

Community Development Director Krista Linke stated she had received an invoice for work completed on City Hall from Shawn Sullivan of SAS Construction, in the amount of \$23,538.76. This is a partial payment. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

Street Superintendent Brett Jones explained that the new (less than one year old) Terex brand chipper is defective and that the dealer, Brown Equipment, has agreed to buy it back. He further stated that he would like to purchase a Vermeer demo machine with a full factory warranty that is Tier 4 compliant. The cost difference is \$52.00 - \$56.00. City Attorney Gray stated this needed to be brought before the board to authorize Mr. Jones to ask for a refund of the Terex funds and to obtain authorization to purchase the Vermeer machine as the lowest quoted machine. A discussion was held. Mr. Barnett made a motion to pursue trading in the Terex chipper, seconded by Mayor McGuinness. A voice vote was taken with all members stating aye. The motion carried. Mr. Barnett made a motion to approve the purchase of the new Vermeer machine, seconded by Mayor McGuinness. A voice vote was taken with all members stating aye. The motion carried.

City Engineer Underhill updated the board on the milling and overlay projects stating that King Street has been milled and is scheduled to be repaved on Wednesday, October 21st. Mr. Underhill said that the contractor is beginning to focus more on roads rather than alleys while the weather is good. The Young's Creek Streambank Stabilization project has moved forward and work at the South Street Bridge should be wrapping up soon. The next area of focus will be the Home Avenue Bridge. The curbs on West Jefferson Street were completed this morning. Culvert repair work should be finish up today and they will finalize the grade for pavement on Wednesday and Thursday. Next they will work on sidewalks and driveways for a few weeks. This project should be completed on time.

City Attorney Gray stated that she had a conversation with Franklin Township Trustee Lydia Wales concerning the Franklin Township Fire Contract. Ms. Wales would like the Board to consider dividing the payments for this contract into two payments, with one being paid in June and one in December. Ms. Gray stated that she had suggested increasing the amount of the contract due to the increase in costs. Ms. Wales stated they are willing to pay \$60,000.00 instead of \$50,000.00. Ms. Gray will prepare a new contract.

City Attorney Gray stated that the updated personnel manual had been distributed to the department heads and that several comments have been received. Ms. Gray stated that all departments will be incorporated into this single document. Gray stated they will meet Friday

with the insurance company's attorney to review the department's recommendations. This will be brought to the Board in the next couple of meetings once these items have been reviewed.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:33 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 10/29/15

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer